



TEXAS DEPARTMENT OF LICENSING & REGULATION
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INTERNSHIP POSTING
Enforcement/Prosecution
Law Clerk
Unpaid Intern

Posting: ENF Law Clerk Intern 02-22
Opening Date: 4/14/22
Closing Date: Until Filled

TDLR's Enforcement Division is seeking a law clerk who is passionate about public service and interested in gaining meaningful administrative law experience. As a law clerk in TDLR's Prosecution Section, you will work alongside TDLR Prosecutors in enforcement cases and have a chance to review and make recommendations to staff attorneys regarding the outcomes of those cases, gaining practical knowledge about regulatory law.

General Description

Performs complex (journey-level) legal research and analysis work. Work involves examining, preparing, and evaluating legal documents, conducting legal research, and providing assistance to attorneys. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

Essential Duties

- Conducts legal research including researching developments in administrative and criminal law and researching points of law involved in hearings to determine the validity and completeness of cases cited.
- Reviews inspection reports, investigative reports, and data reports from agency databases, and determines whether violations have occurred.
- Researches and interprets statutes, rules, regulations, codes, and administrative records, and analyzes their applicability and significance in specific fact situations presented in cases.
- Consults regularly with other attorneys to ensure consistency in the application of laws, rules, and enforcement policies.
- Prepares and edits legal documents; ensures timely filings of legal documents. Reviews and analyzes legal documents, records, and motions.
- Assist attorneys in preparing for hearing before the State Office of Administrative Hearings, including conducting discovery and witness preparation.
- Assists attorneys in review of cases for litigation and in preparing investigations.
- May assist in drafting bills and amendments for legislative consideration.
- May review cases for jurisdictional deficiencies and procedural compliance.
- May draft memoranda and administrative rules for review by Enforcement Attorneys or General Counsel's Office.
- Performs other tasks as assigned by the Chief Prosecutor or Director of Enforcement.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement and support to other members of the staff and team, while upholding the agency's core values.
- Adheres to all TDLR Personnel Policies.

Minimum Requirements:

Experience in legal work. Enrolled in an accredited law school or recent graduate of an accredited law school with a Bachelor of Laws (LLB) or a Juris Doctor (JD) degree. Experience and education may be substituted for one another.

Remarks:

Knowledge of administrative law proceedings and concepts such as jurisdiction, notice, and due process, knowledge of the Administrative Procedures Act, the Texas Rules of Evidence and Civil Procedure, the Public Information Act, the Open Meetings Act, and the laws administered by TDLR preferred. Skill in the use of computer and applicable software, including Microsoft Word, Excel, PowerPoint, Internet, and e-mail; and the ability to use a

computer to produce legal documents, correspondence, presentations, statistical reports, and other complex documents. Skill in the use of standard office equipment. Ability to interpret, apply, and explain, orally and in writing, statutes, rules, codes, procedures, and policies; and to perform legal research. Ability to plan and manage multiple tasks or courses of action simultaneously and respond effectively to rapidly changing priorities in a highly visible setting. Excellent writing skills; excellent communication skills in the contexts of telephone contacts, in-person contacts, presenting cases in court, and public speaking; and the ability to establish and maintain effective working relationships and provide professional, friendly, and caring customer service to all customers.

Intern application may be downloaded from TDLR's website <https://www.tdlr.texas.gov/employ.htm>. E-mail or fax applications to: TDLR, Human Resources Office, Austin Texas 78711. Fax (512) 475-3377. E-mail Human.Resources@tdlr.texas.gov. **Resumes will not be accepted in lieu of State Applications. Applications not completely filled out may be rejected. Only typed applications will be considered.**

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.